

Town of Amherst, New Hampshire

RESIDENTIAL BUILDING PERMIT AND PLAN SUBMITTAL REQUIREMENTS 2012



Residential 1 & 2 Family Structures and Townhouses

Structures covered under the 2009 International Residential Building Code

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Residential work not requiring a permit

Building:

- 1.) Fences not over 6 feet high.
- 2.) Retaining walls that are not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge (driveway, upward slope, structure).
- 3.) Water tanks supported directly on grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter does not exceed 2 to 1.
- 4.) Painting, papering, tiling, carpeting, cabinets, countertops and similar finish work.
- 5.) Prefabricated swimming pools that are less than 24 inches deep.
- 6.) Swings and other playground equipment.
- 7.) Window awnings supported by an exterior wall which do not project more than 54 inches from the exterior wall and do not require additional support.

Electrical:

- 1.) Listed cord and plug connected temporary decorative lighting.
- 2.) Reinstallations of attachment plug receptacles but not the outlets therefore.
- 3.) Replacement of branch circuit overcurrent devices of the required capacity in the same location.
- 4.) Electrical wiring, devices, appliances, apparatus or equipment operating at less than 25 volts and not capable of supplying more than 50 watts of energy.
- 5.) Minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.

Gas:

- 1.) Portable heating, cooking or clothes drying appliances.
- 2.) Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
- 3.) Portable fuel-cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.

Mechanical:

- 1.) Portable heating appliances.
- 2.) Portable ventilation appliances.
- 3.) Portable cooling units.
- 4.) Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.
- 5.) Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
- 6.) Portable evaporative coolers.
- 7.) Self contained refrigeration systems containing 10 pounds or less of refrigerant or that are actuated by motors of 1 horsepower or less.
- 8.) Portable fuel-cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.

The stopping of leaks in drains, water, soil, waste or vent pipe; provided, however, that if any concealed trap, drainpipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a permit shall be obtained and inspection made as provided in the code. The clearing of stoppages or the repairing of leaks in pipes, valves, or fixtures, and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

Emergency Repairs: Where equipment replacement and repairs must be performed in an emergency situation, the permit application shall be submitted within the next working business day to the building official.

Ordinary Repairs: Application or notice to the building official is not required for ordinary repairs to structures, replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles. Such repairs shall not include the cutting away of any wall, partition or portion thereof, the removal or cutting of any structural beam or load bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements; nor shall ordinary repairs include addition to, alteration of, replacement or relocation of any water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring or mechanical or other work affecting public health or general safety.

Adopted Codes for All Residential Structures

In accordance with RSA 155-A this department will be enforcing the State of New Hampshire Building Code (with applicable state amendments) to recognize the following codes by reference:

1. **Residential** construction: (1&2 Family Dwellings and Townhouses): *International Residential Code (IRC) 2009 Edition*
2. **Energy Conservation:** *International Energy Conservation Code 2009 Edition*
3. **Plumbing** including renovations and alterations: *International Plumbing Code (IPC) 2009 Edition*
4. **Mechanical** including HVAC and Ductwork: *International Mechanical Code (IMC) 2009 Edition*
5. **Electrical** work including renovations and alterations: *National Electrical Code (NEC) 2011 Edition*
6. **Gasfitting** including renovations and alterations: *NFPA 54 Fuel Gas Code*

Plan Submittal Requirements

The Amherst Building Department, at its discretion, reserves the right to require any project submittal, due to square footage, complexity or time constraints, be accompanied by a plan review conducted by a licensed New Hampshire structural engineer or an approved third party agency. Omission of any required information may cause delays with permit issuance. The code official may waive specific requirements on a case by case basis.

New Buildings, Additions, Remodeling and Renovations

Completed Building Permit application must accompany all plan submittals. Allow a **minimum of ten (10) business days for initial review of completed plan packets** omission of any required information may cause delay with plan review and permit issuance. Plan packets must include the following information:

Two (2) sets of building plans, *bound or stapled* (Minimum size 11" x 17". Maximum size 30" x 42"). All plans shall be to scale (Minimum scale is 1/4" per foot). The plans shall be in compliance with the New Hampshire State Building Code and reflect any Planning Board and/or Zoning Board approvals and stipulations. Each plan set shall include the following *when applicable*:

- **Architectural** – Floor plans, interior elevations
- **Structural** – Size, spacing and maximum span of floor joists, wall studs, roof rafters, structural beams, headers, etc shall be depicted on plan and listed on a separate spec sheet
 - Example: Floor Joists - 2"x10", 16" O.C., Max Span 10'5"
 - Roof Rafters - 2"x10", 16" O.C., Max Span 12'0"
 - Headers - Triple 2"x10", Max Span 3'10"
- **Plumbing** – Location of plumbing fixtures and appliances
- **Foundation** – Location of all footings including lolly column, chimney, etc. Include size(width) and thickness (depth), foundation wall height and thickness. Note: Horizontal rebar is required in ALL basement walls.
- **Mechanical/HVAC** – Location of furnace, hot water tank, A/C compressor etc.
- **Gas piping** –A plan showing existing and proposed gas lines for tanks and gas fueled appliances with calculations verifying sufficiency of gas supply line to meet maximum demand. A copy of Gas Fitters License and Corrugated Stainless Steel Tubing (CSST) Certification Card (if applicable) shall accompany permit application. At final inspection a copy of a completed Gas Check form will be required.
- **Smoke/Carbon Monoxide** – Location of smoke and carbon monoxide detectors
- **Fire suppression** – Location of sprinkler heads, tanks
- **Insulation** - List of all R-Values for floors, walls, ceilings, crawl spaces, attics, ductwork, etc. Prior to issuance of a Certificate of Occupancy, a Certification of Insulation is required and shall be site specific listing the address of the project.
- **Contractor Licenses** - Copies of all contractor licenses (i.e. plumbers, electrician, gas fitter, septic installer, modular home installer) shall be on file prior to any work being preformed. All contractors must be licensed in the State of New Hampshire.
- **Plot** – Plot plan showing structure, utilities, septic, etc.
(continued on next page...)

(New Buildings, Additions, Remodeling and Renovations continued...)

- Projects utilizing engineered structural products (beam, truss, LVL, etc.) shall submit the following:
 - Manufacturer product and installation specifications for engineered beams (LVL, micro-lam, etc.)
 - If the structure is to be built using an engineered system (engineered beams and joists) the drawings will require review by a licensed New Hampshire structural engineer.
 - Roof Trusses - manufacturer product and installation specifications including permanent bracing requirements and snow load/wind load design specifications.
 - Floor Trusses - Manufacturer product and installation specifications including live load/dead load design specifications.
- Approved EC-1 form from the New Hampshire Public Utilities Commission.
- For one and two family structures, prior to Certificate of Occupancy, one set of “As-built” plans, *bound or stapled* (Minimum size 11” x 17”. Maximum size 30” x 42”) **or** one compact disc in .pdf format shall be submitted to the Building Department.

Sheds

To be considered a “shed”, the structure must be for agricultural or storage use only. Sheds 600 SF or larger require a minimum of 48” sonotube footing support. Foundation requirements for sheds less than 600 SF will be determined by the Building Inspector. Detached structures used for recreation, habitation, etc. shall be considered “Outbuildings” and will require the same documentation as new construction.

Completed Building Permit application must accompany all plan submittals. Allow a **minimum of ten (10) business days for initial review of completed plan packets**. Plan packets must include the following information:

Two (2) sets of building plans, *bound or stapled* (Minimum size 8.5” x 11”. Maximum size 30” x 42”). All plans shall be to scale (Minimum scale is 1/4" per foot). The plans shall be in compliance with the New Hampshire State Building Code and reflect any Planning Board and/or Zoning Board approvals and stipulations. Each plan set shall include the following *when applicable*:

- Architectural – Floor plans, exterior elevations
- Structural – Size, spacing and maximum span of floor joists, wall studs, roof rafters, structural beams, header, etc shall be depicted on plan and listed on a separate spec sheet

Example: Floor Joists - 2"x10", 16" O.C., Max Span 10'5"
Roof Rafters - 2"x10", 16" O.C., Max Span 12'0"
Headers - Triple 2"x10", Max Span 3'10"

Pre-Manufactured Items

For installation of pre-manufactured items, i.e. solar panels, sheds, fireplace inserts, etc. a manufactures specifications and insulation sheet is required with permit application.

Above ground and in ground pools

Completed Building Permit application must accompany all plan submittals. Allow a **minimum of ten (10) business days for initial review of completed plan packets**. Plan packets must include the following information:

Two (2) sets of building plans, *bound or stapled* (Minimum size 8.5" x 11". Maximum size 30" x 42"). All plans shall be to scale (Minimum scale is 1/4" per foot). The plans shall be in compliance with the New Hampshire State Building Code and reflect any Planning Board and/or Zoning Board approvals and stipulations. Each plan set shall include the following *when applicable*:

- Plot – Plot plan showing property lines, pool, structure, utilities, septic, etc.
- All pool wiring and bonding must comply with the 2011 National Electrical Code.
- All safety equipment including fences, gates, and alarms must be noted on the application.
- As a minimum, plans sets shall note:
 - Exterior dimensions of pool and average depth(s).

Decks and Porches

Completed Building Permit application must accompany all plan submittals. Allow a **minimum of ten (10) business days for initial review of completed plan packets**. Plan packets must include the following information:

Two (2) sets of building plans, *bound or stapled* (Minimum size 8.5" x 11". Maximum size 30" x 42"). All plans shall be to scale (Minimum scale is 1/4" per foot). The plans shall be in compliance with the New Hampshire State Building Code and reflect any Planning Board and/or Zoning Board approvals and stipulations. Each plan set shall include the following *when applicable*:

- Architectural – Floor plans, exterior elevations
- Structural – Describe method of deck ledger attachment to structure. Size, spacing and maximum span of floor joists, beams and support posts must be clearly marked on plans and listed on specification sheet.
 - Example: Floor Joists - 2"x10", 16" O.C., Max Span 10'5"
 - Roof Rafters - 2"x10", 16" O.C., Max Span 12'0"
 - Headers - Triple 2"x10", Max Span 3'10"
- Foundation - Location of all sonotube fitting supports (minimum 48" depth)

Generators

All standby generator installations require a separate service-rated disconnect where the service enters the structure. Completed Building Permit application must accompany all plan submittals. Allow a **minimum of ten (10) business days for initial review of completed plan packets**. Plan packets must include the following information:

- Gas piping –A plan showing existing and proposed gas lines for tanks and gas fueled appliances with calculations verifying sufficiency of gas supply line to meet maximum demand. A copy of Gas Fitters License and Corrugated Stainless Steel Tubing (CSST) Certification Card (if applicable) shall accompany permit application. At final inspection a copy of a completed gas check form will be required.

Demolition

A Complete Building Permit application must accompany all plan submittals. Applications must include the following information:

- Sign-off from all utilities: PSNH, Verizon, gas/oil suppliers etc.
- Details pertaining to: Underground tanks, asbestos and lead as necessary

Requirements for all Residential and Non-Residential demolition permits will be handled on a case-by-case basis. The Building Official may, at his or her discretion, modify requirements base on site conditions, location or public safety concerns.

Modular Homes

A copy of the Modular Home Installer's License shall be on file with the Town of Amherst at the time of permit application. Refer to "New Building" section for plan submittal requirements.